



December 5, 2003

TO: Officials-in-Charge of Headquarters Offices

FROM: ADI/Associate Deputy Administrator for Institutions and Asset Management

SUBJECT: Identification and Review of All Internal NASA Rules

As part of the Agency process to improve documentation and operating procedures, the Administrator has tasked us to:

1. remove the ambiguity regarding requirements within NASA Procedures and Guidelines (NPG), and
2. rid the system of all policy or procedure documents that are not followed and/or are no longer required.

When NASA voluntarily created NPGs in 1994, they were intended to provide direction on how to implement policy directives. Although they were originally conceived as NASA procedures that would force standardized procedures across the Agency for reasons of "law, safety, or equity," the term guidelines was added to the title so that nondirective information, such as best practices, could be included. Titling these "how to" documents, procedures, and guidelines has had an unintended result. Some NASA managers and employees believe that the instructions within the NPGs do not have to be followed. Therefore, as the first step, on December 5, 2003, we shall convert all current NPG's to NASA Procedural Requirements (NPR). The contents of NPRs are requirements.

As the second step, each Official-in-Charge of Headquarters Offices has been tasked to review all of their rules and regulations, to cancel any documents that are no longer required, and to strip the remaining documents of any and all instructions that are advisory in nature. Centers should expect to perform a similar activity in the very near future.

For the purpose of this activity, rules and regulations are any instructions, regardless of what you call them, that prescribe how NASA business must be conducted. This includes, but is not limited to, the following documents:

1. NASA Policy Directives (NPD)
2. NASA Procedures and Guidelines (NPG) (to be re-titled NASA Procedural Requirements (NPR))
3. Documentation created to meet ISO Certification Requirements
4. NASA Desk Guides
5. Financial Management Manual

6. Acquisition Regulations
7. Procurement Information Circulars
8. Grant Management Requirements
9. NASA Technical Standards
10. Other Instructions

Use the following questions to determine whether to cancel, retain, or revise a document:

1. Is the document still needed?
2. Is the document required by an external mandate or an internal mandate?
3. Is there a parent or higher-level document that can be used instead of the NASA document?
4. Is the document being used as written?
5. Have the stated requirements been superseded by procedures or processes that are perceived to meet the "intent" of the document?
6. Does the document contain instructions that are advisory in nature rather than mandatory?
7. Does the document contain too much/too little detail?

A Decision Tree is enclosed to aid your review (Enclosure 1).

In addition, please consider Freedom 2 Manage (<http://f2m.nasa.gov/>) and One NASA (<http://www.onenasa.nasa.gov/>) recommendations as a part of your review.

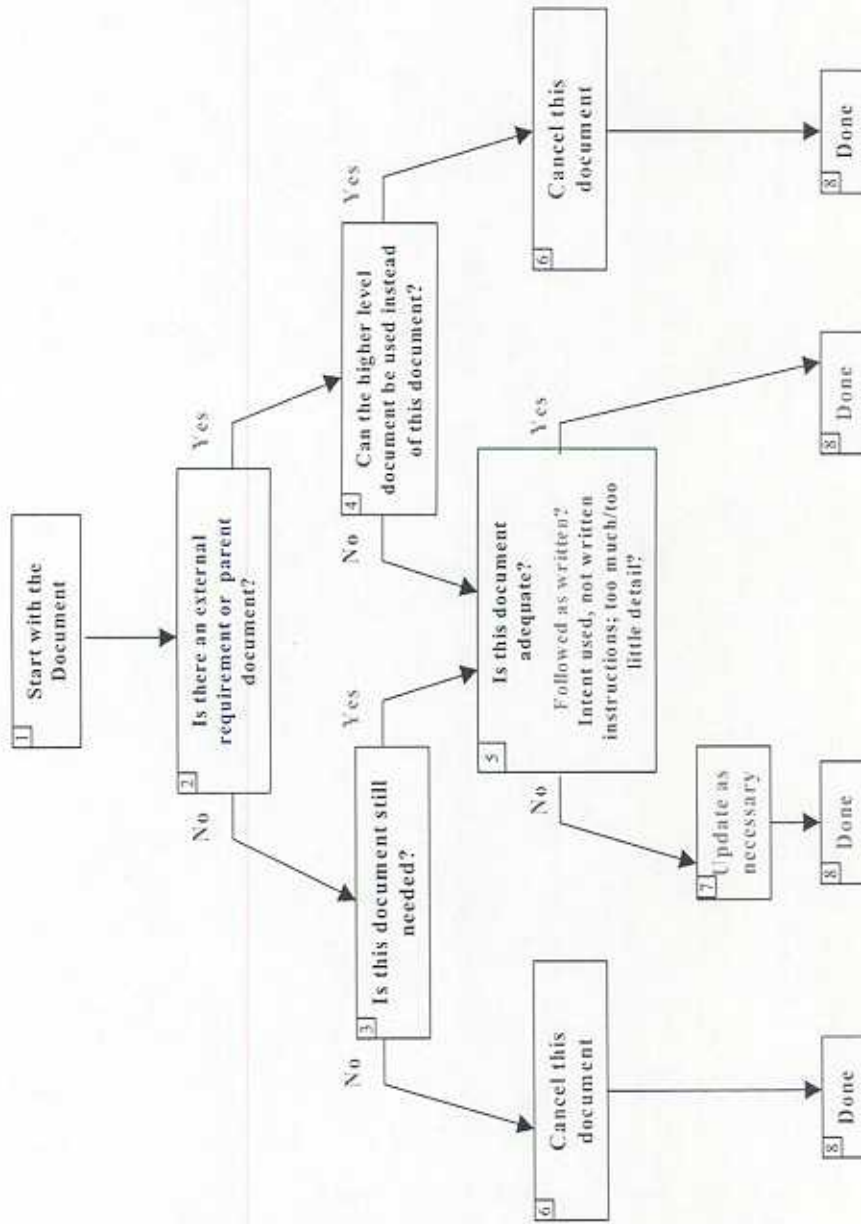
Disposition each document using the Inventory of NASA and Headquarters Directives (Enclosure 2) format to report the results of your review. An electronic copy of the format is available at http://nodis-dms.gsfc.nasa.gov/dir_homepage/Current_all_112603.xls. Submit a paper copy of your review results to me and an electronic copy to Cynthia Washington no later than February 15, 2004.

Please direct questions and comments to Cynthia Washington at 202-358-2276 or cwashing@nasa.gov.

/s/ James L. Jennings

2 Enclosures

Document Review Decision Tree



1. Start with Agency- or Center-level documents (PD's, PR's, SLP's, etc. and move down through Directorate, Division, and Branch)
2. Consider external mandates (e.g. FAR, OSHA regs, EPA, etc.) and Internal NASA mandates (NPD's, NR's), Center (PD's, PR's)
3. Is the document obsolete, no longer appropriate, or not being followed or enforced? Does it describe a critical process? Is it required for staff to carry out their assignments? Is it necessary for a new employee to successfully carry out assignments without constant oversight?
4. Does this document add specific policy or guidance not available at the higher level?
5. Is the document being used as written, or has the "intent" of the document been substituted for stated instructions? Is there too much detail, too little detail?
6. Notify appropriate document management organization to cancel the document vi email.
7. Use appropriate process to obtain approval of revision.
8. Return Review results to James L. Jennings with electronic copy to cwashing@nasa.gov by 2/15/04.

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AS/Dr. Grunsfeld
B/Ms. Brown
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F/Ms. Novak
G/Mr. Pastorek
H/Mr. Luedtke
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J/Mr. Sutton
K/Mr. Thomas
L/Mr. Horner
M/Mr. Readdy
N/Dr. Loston
P/Mr. Mahone
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